

KANSAS DEPARTMENT OF HEALTH & ENVIRONMENT
Hospital Bioterrorism Preparedness Program

Phase 1 Hospital Smallpox Vaccination Guidelines

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Phase 1 Hospital Smallpox Vaccination Clinic Checklist

Please retain a copy of this checklist for your records!

Please complete and return this checklist by fax to:

Susan Morris, MT(ASCP)
Hospital Bioterrorism Program Manager
1000 SW Jackson, Suite 340
Topeka, KS 66612-1365
Phone: 785-296-5201
Fax: 785-296-1231
Samorris@kdhe.state.ks.us

Position	Contact Name	Phone	E-mail
Preparation of Vaccinee Lists and Vaccination Scheduling			
Post Vaccination Site Monitoring and Data Entry of Take Responses			
Severe Adverse Event Medical Management (this contact person must be a physician)			

Yes, we will participate 9

No, we won't participate 9

Signature of Hospital Official

Date

Important Dates:

****Facility Decisions to participate must be sent to KDHE by:**

2/17/03 for hospitals assigned to clinics in Topeka, Parsons, Kansas City, and Wichita

2/21/03 for hospitals assigned to clinics in Garden City, Great Bend, and McPherson

****Facility Lists of Vaccinees must be sent to KDHE by:**

2/17/03 for hospitals assigned to clinics in Topeka, Parsons, Kansas City, and Wichita

2/21/03 for hospitals assigned to clinics in Garden City, Great Bend, and McPherson

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Employee Pre-screening / Informed Consent:

Each hospital will be asked to assure that employees understand the risks and benefits to vaccination. This will include provision of adequate information regarding contraindications to the vaccination. Educational materials regarding contraindications, risks, and benefits of vaccination will be provided by KDHE primarily using Centers for Disease Control and Prevention materials. These materials are expected to be mailed overnight around January 29, 2003. In addition to the pre-vaccination education and screening for contraindications, vaccinees will be asked to complete a medical history form the day of the vaccination clinic and to sign an informed consent form after viewing a video presentation. If you have questions regarding medical pre-screening, please contact Tom Clements, MD, MPH, Senior Medical Epidemiologist, at (785) 296-6215 or by e-mail at tclements@kdhe.state.ks.us.

KDHE will be conducting training regarding employee education, informed consent, post-vaccination follow-up, and adverse reaction reporting. This training will use a train-the-trainer format, however, facilities may bring other staff members to the meetings. It is recommended that hospital staff involved with the smallpox vaccination process, such as nurses and physicians who will perform medical pre-screening and follow-up activities, attend one of the training sessions. In addition, all potential vaccine recipients identified in the hospital are being offered the opportunity to attend an afternoon question-and-answer session as part of the day-long training, if they wish to do so, although their participation is not required. Hospital employees may join any of the training locations listed below, but will need to register to attend ahead of time (a registration form will be sent under separate cover). The training will be conducted in the following locations according to this schedule:

Topeka on Feb. 10, 2003

Parsons on Feb. 11, 2003

Kansas City Kansas on Feb. 12, 2003

Wichita on Feb. 14, 2003

Garden City on Feb. 18, 2003

Great Bend on Feb. 19, 2003

Details regarding the specific location and times of the training will be provided in the future to the identified smallpox contact for your hospital. If you have questions regarding the training to be conducted, or the packet of materials received by your facility, please contact Terri Ploger-McCool at tplogerm@kdhe.state.ks.us or (785) 291-3796.

Hospital Participation Decisions:

Hospitals who decide to participate in the Phase 1 Smallpox Vaccination Program should inform

Susan Morris of their intent by e-mail at samorris@kdhe.state.ks.us or fax at (785) 296-1231 no later than:

2/17/03 for hospitals assigned to clinics in Topeka, Parsons, Kansas City, and Wichita
2/21/03 for hospitals assigned to clinics in Garden City, Great Bend, and McPherson

KDHE cannot guarantee that hospitals indicating their wish to participate after these dates will be included in phase one of the vaccination program.

Vaccination Scheduling:

Hospitals that decide to enroll in phase one should send a list of volunteer employees who meet the qualifications for vaccination to Susan Morris by e-mail at samorris@kdhe.state.ks.us or fax at (785) 296-1231 no later than:

2/17/03 for hospitals assigned to clinics in Topeka, Parsons, Kansas City, and Wichita
2/21/03 for hospitals assigned to clinics in Garden City, Great Bend, and McPherson

The list, which may be submitted electronically, must include the following information: employee name, position (ER nurse, MD, CRRT, etc), shift, and previous smallpox vaccination status. Please note that hospital employees involved in monitoring of the vaccine site and follow-up activities that could put them in close contact with the vaccinia virus (e.g., dressing changes, or clinical examination of individuals with suspect vaccine adverse events) must also be vaccinated.

KDHE staff will subsequently contact each facility in order to schedule times for employees to receive vaccinations. Clinics will be conducted in eight locations around the state. Each clinic will be open for at least five hours during the day, and the cycle of clinics will be repeated once. Each hospital will be given a block or blocks of time, the number of employees which can be scheduled, and the location of the vaccination site. Specific appointment times for each person will not be scheduled. This will allow the hospital to make arrangements so that travel and time away from work expenses can be reduced. When assigning employees for vaccination, hospitals are encouraged to balance the number of employees who have never received the smallpox vaccination between clinics in order to minimize the number of potential lost days from work. (Previously vaccinated employees are expected to have less severe side effects than previously unvaccinated individuals.)

Hospital vaccinees should be reminded that they will need to bring a hospital or government issued photo ID to the clinic. Only those individuals on the list for vaccination will be admitted to the clinic site; children or other visitors will not be allowed in the building. Staff should dress in a way that facilitates access to the arm where they will receive the vaccine.

If you have questions regarding compilation of the lists of employees for vaccination or

vaccination scheduling, please contact Susan Morris at (785) 296-5201, or by e-mail at samorris@kdhe.state.ks.us

Post-vaccination Follow-up:

Follow-up care includes inspection of the vaccination site each day of work to assure that the site is appropriately covered with a gauze covered by a semi-permeable dressing, and dressing changes as needed for excessive drainage. While visual inspections are required every working day, dressing changes are recommended only when needed.

On the 7th day after vaccination, the site should be inspected for a “take” response. That response must be recorded and subsequently entered via World Wide Web interface into the KDHE smallpox vaccination system. Site monitoring should continue until the scab completely separates from the wound site (usually about 21 days). At the time of site inspections, strict hand washing procedures should be reinforced. Each facility will also need to develop procedures for assuring employee fitness for work.

At day 7, 14, and 21 the vaccinee will be asked to complete a self-administered questionnaire about vaccine side effects. The hospital staff doing the site inspection will collect the questionnaire from the vaccinees and forward them to KDHE using procedures that will be described at a later date. It is anticipated that each questionnaire will take about two minutes to complete.

Criteria and formats for reporting adverse events will be sent to facilities in advance of the vaccination clinics. Training for follow-up site care and adverse events will also be covered in the training sessions conducted prior to the clinics (see schedule on page 2). KDHE understands that each facility is unique in its approach to employee health, and is requesting that your facility provide a single point of contact regarding follow-up although the actual follow-up may be done by a variety of hospital providers. This contact individual will be responsible for recording “takes” and adverse events in the data management system via the World Wide Web. Everyone involved in direct clinical examination of vaccine recipients, including dressing changes or adverse events diagnosis, must be vaccinated.

If you have questions regarding follow-up monitoring or adverse event reporting please contact Tom Clements, MD, MPH, at (785) 296-6215 or tclements@kdhe.state.ks.us .

Severe Adverse Reactions:

If adverse reactions are discovered during the inspection of vaccination sites or otherwise reported by the vaccinated employee, hospitals should contact the Epidemiology hotline and report the

adverse event. Although others may also phone the hotline as needed, KDHE is requesting that a physician be designated as the single point of contact with KDHE regarding severe adverse reactions.

KDHE Contact List:

Issue	Contact Person	Phone	E-mail
Vaccinee Lists	Susan Morris	785-296-5201	samorris@kdhe.state.ks.us
Training	Terri Ploger-McCool	785-291-3796	tplogerm@kdhe.state.ks.us
Medical Screening & Adverse Events	Tom Clements, MD, MPH	785-296-6215	tclements@kdhe.state.ks.us
KDHE Epidemiology Hotline		1-877-427-7317	

Smallpox Vaccination Clinic Schedule

Date	Clinic Location	City	Clinic Hours
2/25/03	TBA	Topeka	12:00 pm - 5:00 pm
2/26/03	TBA	Topeka	8:00 am - 1:00 pm
2/27/03	TBA	Parsons	11:00 am - 4:00 pm
2/28/03	TBA	Kansas City	10:00 am - 3:00 pm
3/4/03	TBA	Wichita	9:00 am - 4:00 pm
3/5/03	TBA	Wichita	8:30 am - 3:00 pm
3/6/03	TBA	Overland Park	10:00 am - 3:00 pm
3/11/03	TBA	Garden City	9:00 am - 4:00 pm
3/12/03	TBA	Great Bend	9:00 am - 2:00 pm
3/13/03	TBA	McPherson	10:00 am - 3:00 pm
3/18/03	TBA	Topeka	12:00 pm - 5:00 pm
3/19/03	TBA	Topeka	8:00 am - 1:00 pm
3/20/03	TBA	Parsons	11:00 am - 4:00 pm
3/21/03	TBA	Kansas City	10:00 am - 3:00 pm

3/25/03	TBA	Wichita	9:00 am - 4:00 pm
3/26/03	TBA	Wichita	8:30 am - 3:00 pm
3/27/03	TBA	Overland Park	10:00 am - 3:00 pm
4/1/03	TBA	Garden City	9:00 am - 4:00 pm
4/2/03	TBA	Great Bend	9:00 am - 2:00 pm
4/3/03	TBA	McPherson	10:00 am - 3:00 pm